



COLLEGE PARK ACADEMY

Board of Directors
January 17, 2018 (6:00 pm – 7:30 pm)
College Park Academy
5751 Rivertech Court, Riverdale Park, MD

Minutes

Board members present:

Carolyn Bernache
Carlo Colella
Robert Catlin
Robert Day
Wallace Loh, Chair
Denise Mitchell

Michael Poterala
Jennifer King Rice
Jim Rosapepe
Bonnie Thornton Dill
Gayatri Varma
Bernadette Ortiz-Brewster, Exec. Director

Board members absent:

Niki Brown
Helene Kalson Cohen
Justin Ross

Jennifer Sanderson
Stephen Thomas

Call to Order: Dr. Wallace Loh, CPA Board Chair, called the meeting to order at 6:05pm.

Approval of Minutes: The minutes of the October 11, 2017 meeting were approved as submitted. Wallace Loh made the motion to approve the minutes and Denise Mitchell seconded the motion. Motion carried.

Appointments: Mike Poterala made a motion to appoint Dr. Jennifer King Rice, Dean of UMD College of Education to fill the vacancy resulting from the resignation of Dr. Donna Wiseman. Jim Rosapepe seconded the motion. Motion carried.

Mike Poterala made a motion to elect Carlo Colella as Secretary of the Board. Robert Catlin seconded the motion. Motion carried.

Executive Director Report: Bernadette Ortiz-Brewster presented an amended FY18 budget for action. Carlo Colella made a motion to accept the proposed budget, and Carolyn Bernache seconded the motion. Motion carried. (See attached amended budget)

Bernadette Ortiz-Brewster presented the financial report to the board for quarter 1.

Overall, the financial position is positive; a summary of operations follows:

CPA financial reports for the period July 1 through September 30, 2017

1. Summary Balance Sheet:

a. Total assets are valued at approximately \$5,746K. Approximately \$1,772K of this total is in current assets.

b. Current liabilities are valued at \$173K and total equity was approximately \$1,817K.

2. Year to Date Profit & Loss Budget Performance

a. Annual budget for total income is approximately \$6,505K. Annual budget for total expense is \$6,505K and the annual budget for net income is \$59.62.

b. YTD actual for total income is reported at approximately \$1,550K. YTD actual for total expense is reported at \$513K and the YTD actual for net income is \$513K.

3. Statement of Cash Flows:

a. Cash position as of September 30th is approximately \$1,031K.

Bernadette Ortiz-Brewster updated the board regarding fundraising, program and lottery numbers for 2018-2019.

Bernadette Ortiz-Brewster proposed a fee table for a pilot to rent the CPA facility to affiliates. Carlo Colella made a motion to accept the proposed fee table, and Jim Rosapepe seconded the motion. Motion carried.

CPA Principal's Report: Middle School Principal Steven Baker updated the board regarding the following items: enrollment, staffing, discipline, athletics, and new PSAT 8/9 data.

Public Comment: Parents commented on the following topics: request for retention data, concerns with the new PCx platform, the request to install Faronics on student devices, ideas for fundraising and community efforts with UMD.

Adjourn: Motion by Mike Poterala, seconded by Bonnie Thorton-Dill to adjourn the board meeting and enter into a closed session to consult with counsel to obtain legal advice, to consider a proposal for business to expand in the State, and to discuss a personnel matter. Motion carried, and the Chair of the Board adjourned the board meeting at 7:05 pm.

Attachments:

(1) FY18 Amended Budget

Executive Director's Report

Finance

Financial report to the Board for Quarter 2: Overall, the financial position is positive; a summary of operations follows:

CPA financial reports for the period July 1 through December 31, 2017

1. Summary Balance Sheet:

- a. Total assets are valued at approximately \$5,430K. Approximately \$1,615K of this total is in current assets.
- b. Total liabilities are valued at approximately \$3,850K. Approximately \$98K of this total is in current liabilities.
- c. Total equity is approximately \$1,580K.

2. Year to Date Profit & Loss Budget Performance

- a. Annual budget for total revenue is approximately \$6,505K. Annual budget for total expenses is \$6,505K and the annual budget for net income is approximately zero.
- b. YTD actual for total revenue is reported at approximately \$3,180K. YTD actual for total expenses is reported at \$2,907K and the YTD actual for net income is \$273K.

3. Statement of Cash Flows:

- a. Cash position as of December 31st is approximately \$984K.

4. Per pupil funding for the year is based on enrollment as of December 31, 2017, which was 612 students.

5. Expenses:

- a. Expenses are tracking according to budget except in the following areas:
 - i. Coaches/Athletic Coordinator (51300) – Under budget by \$6K with almost \$23K to spend because this is paid out at the end of the school year via PGCPS.
 - ii. Hourly employees paid directly by CPA (51460) – Over budget by \$11K with \$29K left to spend. This is due to a second IT Specialist that was hired due to our PGCPS IT Specialist being on leave.
 - iii. PGCPS Employee benefits (55200) – Under budget by \$17K with almost \$269K to spend. We should be under budget at year-end by about \$50K to \$60K, assuming the numbers are consistent for the rest of the year. Original estimates provided by PGCPS.
 - iv. PGCPS Employer Payroll Taxes (7100) – Under budget by \$18K with almost \$157K to spend still. We should be under budget at year-end by about \$40K to 50K, assuming the numbers are consistent for the rest of the year. Original estimates provided by PGCPS.
 - v. Nurse Contractor Fees (61120) – Have spent nothing to date with almost 56K to spend. PGCPS placed one of their nurses in the school and we have not been charged yet.
 - vi. Legal Service Fees (61120) – Over budget by \$28K with no money left to spend. We did not expect to continue working on the charter agreement

with PGCPs this school year; therefore, we did not project a higher amount.

- vii. Utilities (63500) – Over budget by \$15K with \$24K left to spend. We will be over budget by about \$30K by year-end. Utility costs were significantly higher than we expected for the new building.
 - viii. Pearson Curriculum (65310) – Over budget by \$48K with \$408K left to spend. I have been working with Pearson on auditing student licenses to get an accurate account. Once the audit for semester one is complete, we will focus on the second semester charges. We expect spending the entire amount projected.
6. In April, after Q3 closes, we will work with the University to estimate the expected payment to meet our agreement that CPA, Inc. will limit total rent payment to 15% of revenue.
7. Other Revenues Summary:
- a. During the first two quarters, we have raised \$81K toward our goal of \$121K.

Fundraising

Annual Budget Projections Vs. Actual Contributions through January		
<u>Source</u>	<u>Annual Budget</u>	<u>Actuals through Jan</u>
Athletics Fundraising	\$22,500	\$654
Corporate Contributions	\$15,000	\$17,376
CPA Plus Fundraising	\$2,000	\$2,753
Foundation Contributions	\$25,000	\$26,000
Grants	\$25,000	\$0
Individual Contributions	\$10,000	\$6,980
Non-Cash Contributions	\$20,000	\$20,000
Other Fundraising Contributions	\$2,000	\$7,095
Total	\$121,500	\$80,858

Other Revenue

Annual Budget Projections Vs. Actual Revenue through January		
<u>Source</u>	<u>Annual Budget</u>	<u>Actuals through Jan</u>
Athletics Fees	\$10,500	\$8,987
CPA Plus Fees	\$105,000	\$57,345
Pearson Contract Service Revenue	\$30,000	\$17,500
Interest Income	\$1,000	\$560
Total	\$146,500	\$84,392

Definitions

- **Athletics** contributions include funds from athletic team fundraising efforts and fees;
 - **Corporate** contributions include funds from Connections Education summer courses, Risse Brothers, St. John Escrow Co. and Amazon Smile account;
 - **CPA Plus** contributions include cheerleading fundraisers;
 - **Foundation** contributions include funds from Edward St. John Foundation;
 - **Grants** – CPA recently submitted a grant proposal for approximately \$26,000 with the support of the College of Music to add a steel pan drum module to the CPA curriculum.
 - **Individual** contributions include online fundraising campaigns (i.e. general, CPA board, CPA’s Model UN and Rockfish Charter Trip);
 - **Non-Cash** contributions include furniture and supplies donations, and the 3-D printer (low estimate – waiting for appraisal); and
 - **Other Fundraising** Contributions include yearbook sales, used uniform sales, CPA magnet sales, and other online donations.
- **This report does not include the facility rental revenue, which began in February and will be reported next meeting.

Program

Partners and Guests: I conducted several private tours/meetings with potential donors, community members and prospective partners. Some of them have resulted in follow-up meetings and others have resulted in actual partnerships. Here are a few examples:

- JTCC – I met with the Tennis Academy to discuss a partnership program. The Tennis Academy will give our middle school students lessons during their PE classes; host a CPA Family Tennis day at their location on June 2; and will provide summer scholarships for our students.
- UMD sponsored golf club began this month with lessons at school during PE classes and will continue with two teams at the UMD golf course – at no cost to CPA families or CPA, Inc.;
- UMD donated a 3-D printer to CPA worth \$1,500;
- The Lieutenant Governor visited CPA and spoke highly of our model; and
- Administrators from Saudi Arabia toured CPA and learned about the public-school system in the United States and about our blended model. Hosted by the State of Maryland, Dr. Ortiz-Brewster, and Dr. Wiseman.

PCx Platform Issues: We continue to struggle with some items within the new PCx platform. However, we have made significant strides toward making it better for the CPA community. Here are just a few updates:

- Webmail: CPA and Pearson work regularly on this topic and it is now functional for students, virtual teachers, and staff. However, we are still tweaking the issues with parents being able to contact teachers within the system;
- Some data reports are now functioning;
- Broken links and assessment submission issues seem to be resolved; and
- The CheckMyWork software to check for plagiarism will now be piloted and released to the high school English team. Once they approve the product, we will roll it out to the whole school.

Lottery

The 2018-2019 lottery results are that we have 1,675 students that applied to CPA. We do not intend on registering students in grades 7th-12th; unless, we have significant attrition.

Principal Report

Enrollment

Grade	Projected	As of 9/30/2017	As of 1/5/2018	As of 2/28/2018	Withdrawal	Reason
6th grade	140	141	139	137	4	All four students wanted a traditional learning approach
7th grade	135	116	116	112	4	All four students wanted a traditional learning approach
8th grade	135	109	107	107	2	One student was not allowed to accelerate in English by PG County One student moved out of county
9th grade	70	77	76	75	2	One student moved to southern part of county. One student moved due to behavioral concerns
10th grade	66	84	84	84	0	
11 th grade	66	85	84	83	2	Both students moved out of county
Total	612	612	606	598	14	

Staffing

Grade	As of 9/30/2017	As of 1/05/2018	As of 2/28/2018	Change	Reason
MS Classroom Teachers	12	12	12	0	
MS Success Coaches	3	2	2	-1	Resignation – Substitute
HS Classroom Teachers	11	12	12	1	
HS Success Coaches	1	2	2	1	
Shared Teachers	4	4	4	0	
Special Educators	2	3	3	1	
Office Staff	3	3	3	0	
Administration	3	3	3	0	
Total	39	41	41	2	
Coaches	0	11	11	11	Stipends

Discipline

Detentions			
Grade	Total for 2016-2017 SY	As of 12/22/2017	As of 2/28/2018
6th grade	85	33	44
7th grade	102	27	38
8th grade	91	30	51
9th grade	100	23	31
10th grade	124	14	21
11 th grade	N/A	9	12
Total:	502	136	197

Suspensions			
Grade	Total for 2016-2017 SY	As of 12/2017	As of 2/28/2018
6th grade	1	6	11
7th grade	4	4	5
8th grade	7	3	6
9th grade	7	11	11
10th grade	7	1	2
11 th grade	N/A	4	5
Total:	*26	29	40

*Data entry error at January meeting – The 12 previously reported were in-school suspensions not actual out-of-school suspensions.

Expulsions			
Grade	Total for 2016-2017 SY	As of 12/2017	As of 2/28/2018
6th grade	0	0	0
7th grade	0	0	0
8th grade	0	0	0
9th grade	0	0	0
10th grade	1	0	0
11 th grade	0	0	0
Total:	1	0	0

Athletics

Teams	2016-2017 Participants	2017-2018 Participants
JV Girls Volleyball	N/A	18
JV Girls Basketball	15	11
JV Boys Basketball	15	18
Varsity Boys Basketball	N/A	14
M.S. Boys Basketball	13	15
M.S. Girls Basketball	13	7
Total Participants	56	83

College Park Academy Plus Programs, Enrollment & Staff

2016-2017			
Fall Programs	Spring Programs	Enrollment	Staff #
20	33		
2017-2018			
Fall Programs	Spring Programs	Enrollment	Staff #
21	33	264	10 paid employees

College Park Academy Plus Program Titles

	Fall 2017 Programs	Spring 2018 Programs
Cheer	25	---
Train and Gain (Thursday-Combined)	4	---
Voices for Change (Mondays)	8	---
Model UN (Tuesdays/Thursdays)	---	---
Biology Tutoring (Mondays)	---	2
Chemistry Tutoring (Thursdays)	---	---
Chemistry Tutoring (Monday)	---	22
College Readiness Workshop	7	---
Dance (Tuesday/ Thursday)	---	20
Drama	8	8
DUNK	X	9
High School Financial Wellness Workshop	---	3
Gaming/ Strategy (Wednesday)	Not Offered	17
Math Group Tutoring (Tuesday-Combined)	X	---
Math Tutoring (Tuesday)	16	10
Math Tutoring (Thursday)	---	10
Piano (Mondays)	2	5
Piano (Thursdays)	4	---
Piano (Fridays)	2	3
Study Habits and Skills AM-English (Monday)	6	3
Study Habits and Skills AM-English (Wednesday)	8	8

Study Habits and Skills AM-English (Friday)	6	6
Study Habits and Skills AM-Math (Tuesday)	8	7
Study Habits and Skills AM-Math (Thursday)	7	7
Study Habits and Skills (Monday)	16	7
Study Habits and Skills (Tuesday)	6	4
Study Habits and Skills (Wednesday)	9	6
Study Habits and Skills (Thursday)	10	6
Study Habits and Skills (Friday)	6	10
Creative Computing (Wednesday)	22	11
Cyber Security (Fridays)	5	9
Robotics (Thursdays)	---	---
Russian Club	Not Offered	3
Sisters in Stem (Wednesdays)	15	16
Spring 2018 UMD Partnership/Internship Programs		
Keep Up! (Basketball/Girls)	Not Offered	1
Game Changing Skills (Basketball/Co-ed)	Not Offered	5
Flag Football and Conditioning	Not Offered	16
N.E.W. (Nutrition, Exercise, Wellness)	Not Offered	5
Co-ed Yoga	Not Offered	4
Basketball Group Training (Co-ed)	Not Offered	3
Soccer	Not Offered	14
Fitness for All	Not Offered	4

High School PTO Report

Member Status

- HS PTO has 64 members. Two new families have joined in 2018.

Main Focus: provide opportunities for students and families to serve others, to fellowship together, to learn about finances, and to share information about college prep services

- Planning a CPA Game Night on March 17th (6-10PM) for staff, students, families, friends and community members to gather for food, fun, and fellowship and enjoy spending time together playing board games, card games, and, perhaps video games.
- Held College Information Sessions to share information and services available for college-bound students and families. Disseminated information on local and regional college fairs. Upcoming plans include:
 - Lunch time talks with College Admission Representatives
 - College Prep Test Companies to conduct workshops and related services
 - Ongoing Information sessions on financial aid and scholarships
- Generated new revenue for CPA+ through the creation of two (2) Financial Planning programs for MS and HS students being conducted this Spring 2018. Facilitated by Wells Fargo Bank through the end of the school year, the Financial Wellness workshops take an age-appropriate approach to educate high school and middle school students in the following areas: banking basics, savings, credit, budgeting, and identity theft.
- Organized and sponsored a Martin Luther King Day of Service Project called “We’ve Got You Covered”. This day of service allowed students to earn community service hours, fellowship as a group and help others in need.
 - Benefited the United Communities Against Poverty/Shepard’s Cove Shelter for Women and Children.
 - Students earned service hours by collecting and sorting items for the shelter and then loading them into a parent’s van for delivery to the shelter.
 - Items donated were either brand new or dry cleaned and included:
 - Coats
 - Blankets/bedding
 - Clothes

- Toiletries
- Scarves/hats/gloves
- Cleaning supplies
- Baby items

Middle School PTO Report

Member Status

- PTO has 55 members

Main Focus: Community building activities to establish meaningful connections with potential supporters/ partners in the new neighborhood

Action Plan:

- Hosting “Restaurant Nights” every month which entails dining as a CPA school community at local area establishments. “Restaurant nights” provides fundraising opportunities but also capitalizes on families meeting and being visible in the community outside of the school building.
- Working with the State Highway Department to establish an “Adopt a Road” community effort for the school on River Road. Pending approval, we will host related activities four times a year which will also provide students with the opportunity to earn student service hours
- Planning a spring CPA Ice Skating night for families, community members and friends
- Continuously strategizing on ways to get more families actively involved in school community activities

Old Business

- Hosted a middle school dance in December and it was a success